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DRAFT

3 November 1971

MEMORANDUM FOR: Acting Executive Director-Comptroller

SUBJECT : Records Storage Control Policy

REFERENCE : Exec. Dir. Memo to DDS, 1 July '71, same subj.

1. This special report from the Records Management Board is for your information only.

2. As requested in paragraph 4 of referenced memorandum, the Records Board has examined these two specific records problems:

- a. The development of an Agency policy establishing an "office of record" responsibility for Agency documents; and
- b. The application of an Agency policy limiting the storage of computer-prepared reports to microfilm copies of these reports.

The Board's findings have led to the conclusion that there is no need for the issuance of a policy statement on the two areas at this time because both problems are recognized by the Components concerned, corrective action has been taken or is in process, and there is no serious problem requiring immediate intervention by the Executive Director. The Board will continue to monitor these two areas and make necessary recommendations in its semi-annual reports to you.

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3. On the first problem the Board found that the Agency Records Administration Officer and his Staff have been working with Directorate Records Managers since 1967 in drafting "Retention Plans for Permanent Records". These are Directorate-wide lists of the files of continuing legal or historical value and include the identification of the "offices of record" responsible for the permanent preservation of the record copy. Such Retention Plans will serve to eliminate retirement of duplicate files and will promote more systematic administration, reference, and preservation or disposal of Agency documents. They also ensure file custody and control by the organizational element with primary interest and responsibility. The DDS&T Components developed their first Retention Plan in 1969 and are currently up-dating it with a tentative target date of March 1972. A team of DDP and Agency Records Staff Officers have prepared a first draft of a Plan for DDP files. In 1969 DDP published Records Disposition Instructions [REDACTED] Also, for the past two years the DDP Records Staff has been working to expand the official CS Records System to include all file material of value. This has been delayed by a lack of computer capacity to handle the additional file codes. When this is accomplished they will be in a position to prepare a comprehensive Retention Plan, draw from it a list of permanent files, and establish "Office of Record" responsibility.

4. The DDI and DDS Components have teams actively engaged in developing their Retention Plans. A member of the Agency Records Staff has been assigned to work on the Retention Plan for Permanent

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Records in the DCI Area. All Agency Records Officers have been invited to a two-day Conference at [REDACTED] to study related problems and techniques for developing their Retention Plans. Because the majority of Records Managers have additional duties and priority assignments, completion of the "Plans" receives comparatively low-level support and attention. The tentative target for DCI, DDI, and DDS Retention Plans is during the first quarter of 1972. This effort to identify responsible Offices for permanent records will reinforce protection provided by Records Control Schedules for our most valuable files and will develop additional systems and procedures for their control. Then this experience will be used in Phase Two during which the "Offices of Record" will be identified for temporary records which are many times more voluminous and complicated.

5. On the second problem, concerning an Agency policy limiting the storage of computer prepared reports to microfilm copies of these reports, the Board feels that definite steps have been and are being taken: (a) Printing Services Division has purchased a specialized camera that microfilms computer printouts at the rate of 165 feet a minute. Using this Camera, the Office of Finance has converted over 100 cubic feet of listings to microfilm and have plans for filming another 500 cubic feet this Fiscal Year. The DDS&T is renting one of these cameras for one year to convert telemetry records and computer listings in FMSAC. Since there is a rental/purchase agreement, we may wish to purchase this second ROTOLINE Camera to film more computer printouts in other offices. (b) Using another technology, the Support Directorate has converted five of its computer applications to Computer Output

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Microfilm (COM). The DDP has 12 Operational Support computer applications and 5 Records Management Computer applications that have been converted to COM. The DDP components have plans to withdraw some 400 cubic feet of Index Cards from the Center and convert the related computer tape record to COM in the near future.

(c) On the other hand, the Board members found instances wherein Computer reports have special user requirements or are too small to be considered for COM applications or conversion to microfilm.

6. The Board members feel that, at this time, satisfactory progress is being made on limiting, the storage of hard copy Computer printouts both at the Records Center and in the Offices. Also the identification of "offices of records" is receiving as much attention as manpower and priorities permit. The Board cannot recommend any policy proposal or intervention for the Executive Director-Comptroller at this time.

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Chairman
CIA Records Management Board

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TO	NAME AND ADDRESS	DATE	INITIALS
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2	Rita - Board File	3rd Draft	
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ACTION	DIRECT REPLY	PREPARE REPLY	
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COMMENT	FILE	RETURN	
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Remarks:

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Here is the third draft of the Board's report. It includes Carl's contribution which the member's reviewed as part of the second draft on Monday.

If you have no objection I'll send copies of this to members today and ask for phone concurrence and comments by noon Thursday.

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FROM: NAME, ADDRESS AND PHONE NO. DATE

Chief, RAB

3 Nov '71

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